

MOUNT VERNON SCHOOL DISTRICT No. 320
Skagit County, Washington
September 1, 1993 Through August 31, 1994

Schedule Of Federal Findings

1. The School District Should Retain Applications For Free And Reduced Meals

Our audit of the federally funded school lunch program for fiscal year 1993-94, found that only 7 out of 245 applications at the high school for free and reduced meals were retained. The 7 applications found were copies which were used for income verification at the district office. The high school served a total of 26,694 free lunches, 3,915 reduced lunches, 7,199 free breakfasts, and 7 reduced breakfasts. The total reimbursement claimed for serving these meals was \$58,150.

The Department of Agriculture's *Compliance Supplement for the National School Lunch Program* states in part:

To qualify a child for meals served free or at reduced price under the program(s), the child's family must submit an application to SFA. (School District) The application must be approved and maintained on file. (Emphasis ours.)

The "Common Rule" _42 Retention and access requirements for records (b) (1) states in part:

. . . records must be retained for three years

The applications were not retained through the audit period due to a misunderstanding by high school staff as to the required retention period.

Due to the lack of supporting applications, no assurance can be given that the students not selected for verification who received free or reduced meals at the high school were, in fact, eligible.

We recommend the district ensure applications for free and reduced meals be retained for at least three years.